

Section 2

Service Specifications

*Text that is in italics and with a border/box such as this are instructions/guidelines for state purchasing agencies and should not be included in the RFP. Where feasible, state purchasing agencies are encouraged to make additional instructions/requirements specific to the RFP noticeable via the use of font, **italics**, **borders**, etc.*

I. Introduction

A. Background

Provide a brief background of the state purchasing agency as it relates to this RFP.

B. Purpose or Need

State purchasing agencies should briefly describe the purpose of the procurement, including the type of services required. Include any planning activities, references to data/reports related to the procurement (See Section 3-142-301, HAR).

C. Description of the goals of the service

D. Description of the target population to be served

E. Geographic coverage of service

F. Probable funding amounts, source, and period of availability

If there is a possibility of increases/decreases in succeeding years of the contract it should be indicated detailing the approximate amount of increase/decrease and conditions, as applicable.

II. General Requirements

- A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Below is suggested language to be used when applicable:

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

- B. Secondary purchaser participation**
(Refer to §3-143-608, HAR)

State purchasing agencies should indicate if there are any planned secondary purchasers. After-the-fact secondary purchases should be allowed.

After-the-fact secondary purchases will be allowed.

- C. Multiple or alternate proposals** **check one**
(Refer to §3-143-605, HAR)

☐ Allowed ☐ Unallowed

If multiple or alternate proposals are allowed indicate if they must be in physically separate proposals.

- D. Single or multiple contracts to be awarded** **check one**
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

If multiple awards will be made, state the criteria for the multiple awards.

- E. Single or multi-term contracts to be awarded** **check one**
(Refer to §3-149-302, HAR)

☐ Single term (\leq 2 yrs) ☐ Multi-term ($>$ 2 yrs.)

Contract terms:

State the length of the initial term, conditions/requirements for subsequent terms and the maximum length of a contract.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

State purchasing agencies should enter descriptions of or criteria for service activities, as applicable.

B. Management Requirements (Minimum and/or mandatory requirements)**1) Personnel**

State purchasing agencies may enter program specific personnel requirements, as applicable.

2) Administrative

State purchasing agencies may enter program specific administrative requirements, as applicable.

3) Quality assurance and evaluation specifications

State purchasing agencies should enter specifications to monitor, evaluate and improve the results of the program.

4) Output and performance/outcome measurements

State purchasing agencies should address as applicable to the work. Note: An overview of the requirements pertinent to the output, outcome and performance measurements may be presented here. If the state purchasing agency is using output and performance measurement tables/forms, they are an intrinsic part of the application. The tables/forms should be referred to here and in Section 3 and placed in Section 5.

5) Reporting requirements for program and fiscal data

State agencies should describe the types of reports required including the types of data and frequency reports must be submitted. If report forms/format are available they may be referred to here and placed in Section 5.

6) Pricing structure or pricing methodology to be used**7) Units of service and unit rate**

State purchasing agencies should address as applicable. If not applicable, enter "not applicable".